

- Choose the name for a single sheet (the *Name* field is unavailable if more than one sheet is to be inserted).

The **From file** option is described in “Inserting sheets from a different spreadsheet” (page 370).

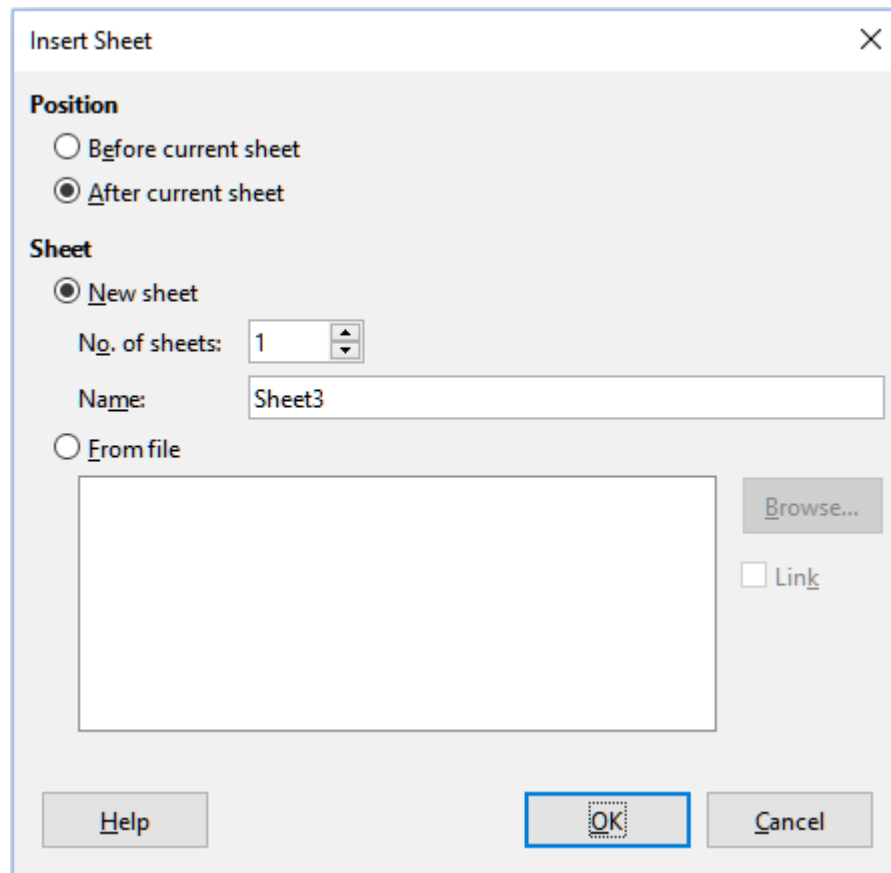


Figure 363: Insert Sheet dialog

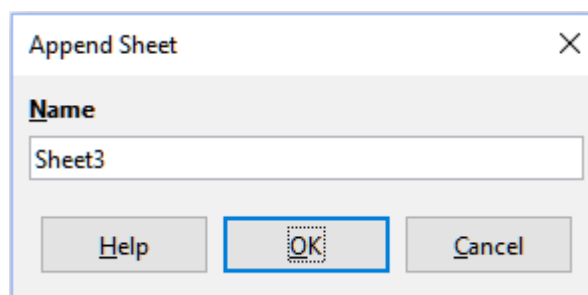


Figure 364: Append Sheet dialog

For John’s spreadsheet we need six sheets, one for each of his five accounts and one as a summary sheet. We also want to name each of these sheets for the account they represent: Summary, Checking Account, Savings Account, Credit Card 1, Credit Card 2, and Car Loan.

After creating a new spreadsheet with one sheet, we could:

- Insert five new sheets and rename all six sheets afterwards; or
- Rename the existing sheet, then insert the five new sheets one at a time, renaming each new sheet during the insert step.

To insert sheets and rename them afterwards:

- 1) Make sure that the correct sheet tab is selected and open the Insert Sheet dialog.
- 2) Choose the position for the new sheets (in this example, we use **After current sheet**).